

Setting Up Additional Verification Options

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- Step 3: Select Preferred Verification Option
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 - Step 5: Verify Mobile Application
 - Step 6: Updates Successful

Step 1: Open Account Maintenance Menu

Go to <https://accounts.uccs.edu/> and click on Update Multi-Factor Authentication (MFA) Options.



UCCS Account Options

Contact Help Desk [↗](#)

Claim/Find/Recover Account

| | | |
|---|---|--|
| Claim Account New Students, Faculty, Staff, and POI - Find your username and set your password. | Find Account Existing Students, Faculty, and Staff - Find your UCCS username. | Recover Account ↗ Use your alternate email or mobile phone to reset your password. |
|---|---|--|

Update Account

| | | |
|---|---|--|
| Update Password ↗ Update the password for your UCCS username. | Update Recovery Options ↗ Update your alternate email or mobile phone account recovery options. | Update MFA Options ↗ Update your alternate email or mobile phone used for Multi-Factor Authentication. |
|---|---|--|

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Step 2: Login with your UCCS Credentials

Login with your UCCS email address and password.



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Sign in with your organizational account

[Sign in](#)

[Azure Multi-Factor Authentication](#)

[Need to change your password?](#)
[Forgot your password?](#)
[Still need to claim your account?](#)

Sign-in to UCCS Information Technology Resources.
For more information on how to identify real UCCS
sign-in pages go to www.uccs.edu/oit

Step 3: Select Preferred Verification Option

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication p ▼

how would you like to respond?

Set up one or more of these options. [Learn more](#)

- Authentication phone
- Office phone Extension
- Alternate authentication phone
- Authenticator app

restore multi-factor authentication on previously trusted devices

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

You can change the preferred verification option to Call my authentication phone, Text code to my authentication phone, Call my office phone, Notify me through app, Use verification code from app

Setup "Call my authentication phone"

Step 1: Set Needed Settings

Set the preferred option to "Call my authentication phone" using the drop down box.

The Authentication phone box needs to be checked and a valid phone number needs to be entered.

Click the Save box at the bottom of the page once all information has been entered.

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what's your preferred option?

We'll use this verification option by default.

Call my authentication phone

how would you like to respond?

Set up one or more of these options. [Learn more](#)

Authentication phone United States (+1)

Office phone Select your country or region Extension

Alternate authentication phone Select your country or region

Authenticator app [Configure](#) Mobile app has been configured.

restore multi-factor authentication on previously trusted devices

[Restore](#)

[Save](#) [cancel](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Step 2: Click "Verify preferred option"



Verification required

We detected that you made a change to your preferred option. We need to verify it before saving your settings.

[Verify preferred option](#) [cancel](#)

Step 3: Answer Phone

Microsoft will call the number you have provided. The audio dialogue lets you know that in order to finish the verification you will need to press the # key on your phone.

Step 4: Updates Successful

Once the verification has been completed you will get an "Updates successful" popup.



Updates successful

Your settings were configured successfully.

Close

From now on whenever you are prompted for multifactor authentication Microsoft will call your phone.

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Approve sign in request

 We're calling your phone. Please answer it to continue.

Don't ask again for 30 days

Having trouble? [Sign in another way](#)

[More information](#)

Sign-in to UCCS Information Technology Resources. For more information on how to identify real UCCS sign-in pages go to www.uccs.edu/it

Setup "Text code to my authentication phone"

Step 1: Set Needed Settings

Set the preferred option to "Text code to my authentication phone" using the drop down box.

The Authentication phone box needs to be checked and a valid phone number needs to be entered.

Click the Save box at the bottom of the page once all information has been entered.

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what's your preferred option?
We'll use this verification option by default.

Text code to my authentication p ▼

how would you like to respond?
Set up one or more of these options. [Learn more](#)

Authentication phone United States (+1) [input field]

Office phone Select your country or region ▼ [input field] Extension [input field]

Alternate authentication phone Select your country or region ▼ [input field]

Authenticator app [Configure](#)

restore multi-factor authentication on previously trusted devices

[Restore](#)

[Save](#) [cancel](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Step 2: Click "Verify preferred option"



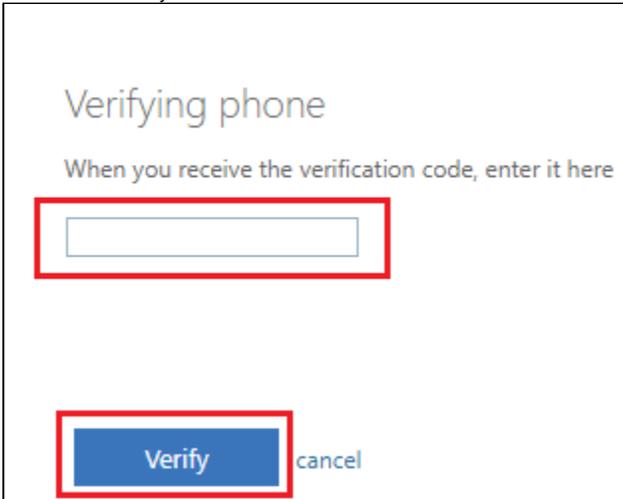
Verification required

We detected that you made a change to your preferred option. We need to verify it before saving your settings.

[Verify preferred option](#) [cancel](#)

Step 3: Enter Verification Code

Microsoft will text you a code. Enter this code into the box on the screen and then click Verify.



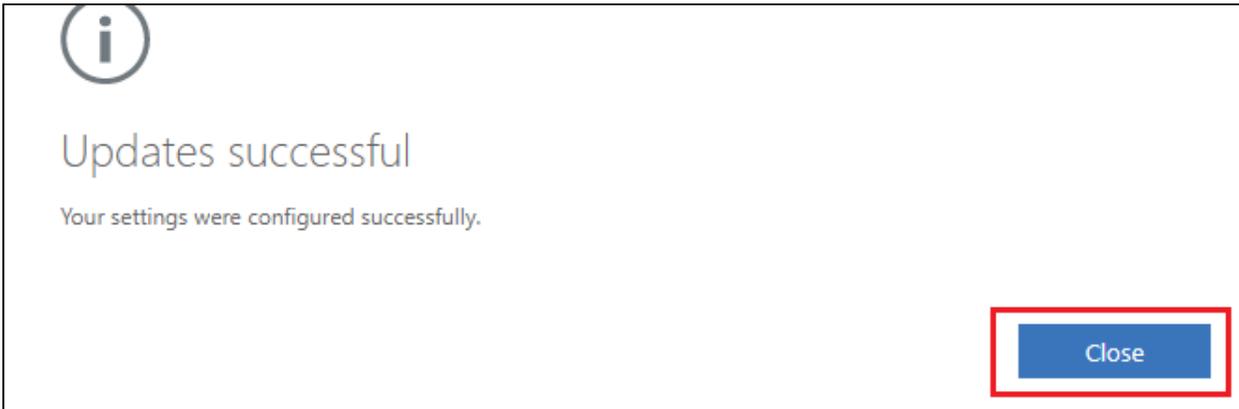
Verifying phone

When you receive the verification code, enter it here

Verify cancel

Step 4: Updates Successful

Once the verification has been completed you will get an Updates successful popup.





Updates successful

Your settings were configured successfully.

Close

From now on whenever you are prompted for multifactor authentication Microsoft will text a code to your phone.

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Enter code

We texted your phone +X XXXXXXXXX96. Please enter the code to sign in.

Verify

Don't ask again for 30 days

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[More information](#)

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Setup "Call my office phone"

To have this option setup please contact the OIT Help Desk. Our contact information can be found at <https://www.uccs.edu/gethelp>

Setup "Notify me though the app"

Step 1: Set Needed Settings

Set the preferred option to "Notify me through app" using the drop down box.

The Authentication phone box needs to be checked and a valid phone number needs to be entered.

The Authenticator app box needs to be checked.

Click the Configure box.

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Additional security verification

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what's your preferred option?
We'll use this verification option by default.

Notify me through app

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Authentication phone United States (+1)

Office phone Select your country or region Extension

Alternate authentication phone Select your country or region

Authenticator app [Configure](#) Mobile app has been configured.

restore multi-factor authentication on previously trusted devices

[Restore](#)

[Save](#) [cancel](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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Step 2: Configure Mobile Application

A box will pop up with a QR code in it. This QR code will be used to authenticate the app in a later step for both Apple Mobile Devices and Android Mobile Devices.

For setup on an Android device please see the [Microsoft Authenticator App for Android KB Article](#)

For setup on an iOS device please see the [Microsoft Authenticator App for iOS KB Article](#)

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



[Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.

Code: 869 472 923

Url: <https://cys01pfpad06.phonefactor.net/pad/933414810>

If the app displays a six-digit code, choose "Next".

Next

cancel

Step 3: Select Save

Click the Save box at the bottom of the page once all information has been entered and the mobile app has been configured. This is the same save box from step 1 above.

Step 4: Select "Verify preferred option"



Verification required

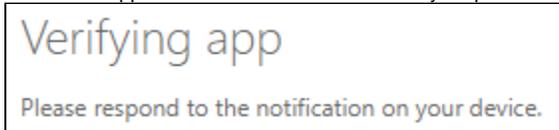
We detected that you made a change to your preferred option. We need to verify it before saving your settings.

Verify preferred option

cancel

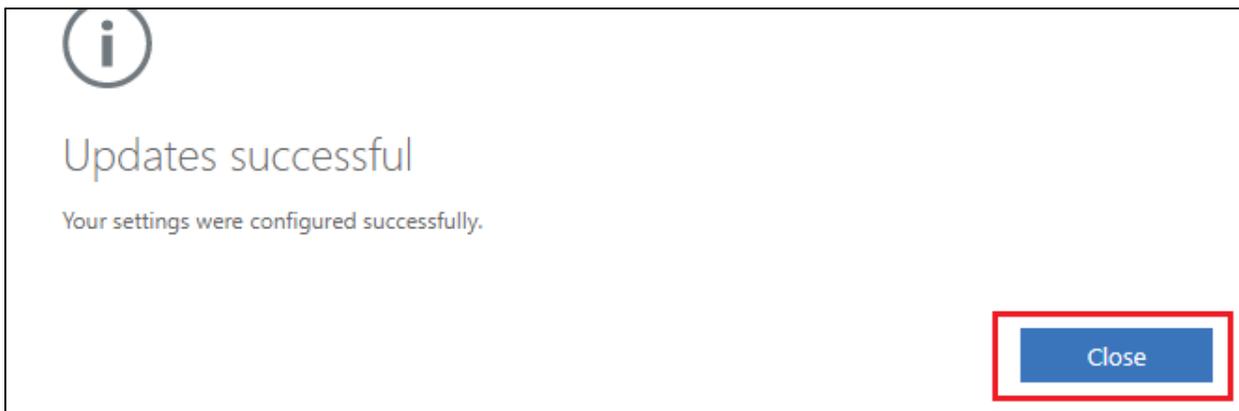
Step 5: Verify Mobile Application

The mobile application will send a notification to your phone asking you to deny or approve the request. Select approve on your mobile device.



Step 6: Updates Successful

Once the verification has been completed you will get an Updates successful popup.



From now on whenever you are prompted for multifactor authentication Microsoft will send a notification to your device using the Authenticator app.



Approve sign in request

 We've sent a notification to your mobile device. Please respond to continue.

Don't ask again for 30 days

Having trouble? [Sign in another way](#)

[More information](#)

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Setup "Use verification code from app"

Step 1: Set Needed Settings

Set the preferred option to "Use verification code from app" using the drop down box.

The Authentication phone box needs to be checked and a valid phone number needs to be entered.

The Authenticator app box needs to be checked.

Click the Configure box.

Additional security verification

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[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Use verification code from app

how would you like to respond?

Set up one or more of these options. [Learn more](#)

Authentication phone

Office phone Extension

Alternate authentication phone

Authenticator app Mobile app has been configured.

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Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



Configure app without notifications

If you are unable to scan the image, enter the following information in your app.

Code: 869 472 923

Url: <https://cys01pfpad06.phonefactor.net/pad/933414810>

If the app displays a six-digit code, choose "Next".

Next

cancel

Step 3: Select Save

Click the Save box at the bottom of the page once all information has been entered and the mobile app has been configured. This is the same save box from step 1 above.

Step 4: Select "Verify preferred option"



Verification required

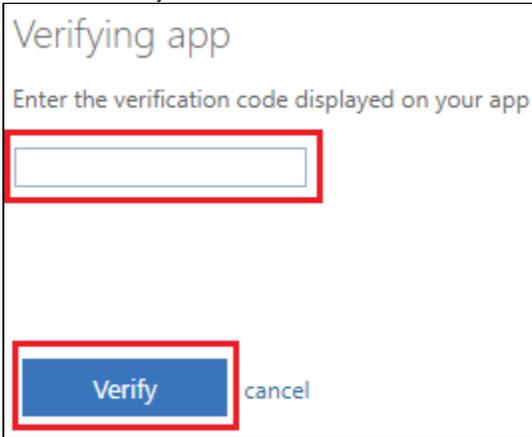
We detected that you made a change to your preferred option. We need to verify it before saving your settings.

Verify preferred option

cancel

Step 5: Verify Mobile Application

Check the mobile application for the code that you will need to enter. The mobile application will refresh the code every 30 seconds. After entering the code select "Verify".



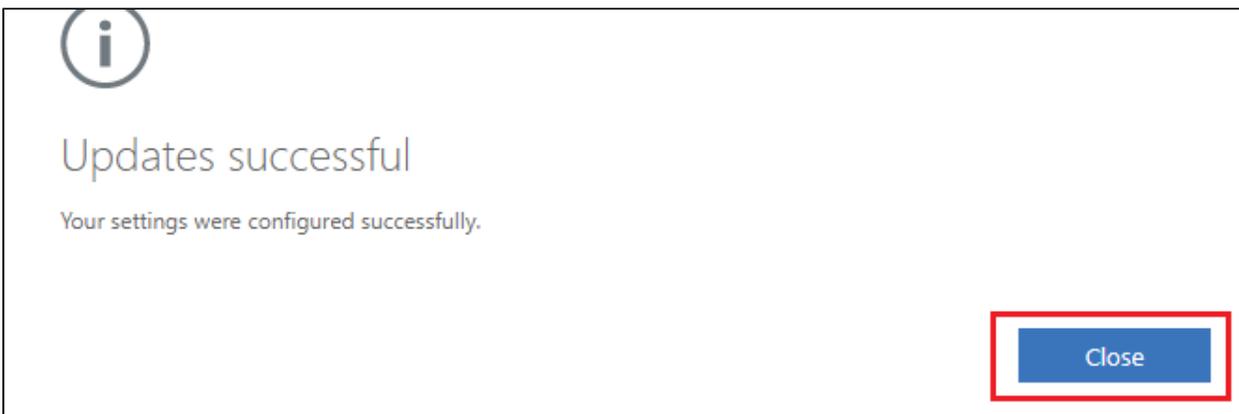
Verifying app

Enter the verification code displayed on your app

Verify cancel

Step 6: Updates Successful

Once the verification has been completed you will get an "Updates successful" popup.





Updates successful

Your settings were configured successfully.

Close

From now on whenever you are prompted to do the multifactor authentication Microsoft will send a code to the Authenticator app on your device.



Enter code

Please type in the code displayed on your authenticator app from your device

Verify

Don't ask again for 30 days

Having trouble? [Sign in another way](#)

[More information](#)

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